



Beginning the Hiring Process (Creating a Requisition)

101 KAR 2:066. Certification and Selection of Eligible Applicants for Appointment

Section 1. Request for Certification of Eligible Applicants. *To fill a vacant position in the classified service that is not filled by lateral transfer, reinstatement, reversion or demotion, the appointing authority shall submit a request for a register to the secretary.*

The following is an overview of the process for advertising a vacancy in the Career Opportunities System (COS) as part of the merit system hiring process for classified positions. Hiring managers should check with their internal human resources staff for agency-specific policies and procedures related to the hiring process. In the case of small agencies, such as boards and commissions, in which there is no internal human resources staff, please contact the Personnel Cabinet, Division of Career Opportunities, Register Branch for assistance.

To begin the process, the requesting agency may need to seek and be granted an approved Personnel Action Exemption (PAE) letter from the Governor's Office, as well as a valid position number (also referred to as the 30 million number) in KHRIS. Effective August 1, 2014, a PAE is only required for certain positions and agencies. Information regarding the PAE process may be found [here](#).

Next, the agency Human Resource Administrator (HRA) will complete a requisition (req) form via COS. The req is the location where all job information is entered by the hiring agency that will appear in the on-line job posting. It will be necessary for the HRA to have access to COS as an agency "Req Creator" and/or as an "Agency Approver". The Agency Security Contact (ASC) may request access on behalf of an HRA. Information regarding requesting COS access can be found [here](#).

The "Req Creator" for the agency will complete the requisition form via COS and the following information will be required:

- Class/Job title to be filled
- Position number and Cost Center number
- Competitive or Promotional/Internal Mobility
- Work County location
- Department - address where job is located
- Agency Contact - email address and /or phone number (not required, but the Division of Career Opportunities (DCO) will refer any questions from applicants to the Req Creator if no agency contact is listed)
- Work schedule - 1st shift, 2nd shift, 3rd shift, or varies
- Full-time (18A) or Part-time (18A)
- Work week – 37.5 hr/wk, 40.0 hr/wk or other (Per Diem, PT or Interim)
- FLSA designation – Exempt, Non-Exempt or Other
- Description of Job Duties - Hiring agencies are encouraged to use the "Description of Job Duties" field to list *specific details* about the day-to-day duties of the job. Getting good results in hiring begins with including effective job descriptions in vacancy announcements.
- Preferred Skills Questions (PSQs) –not required but may be added to the job posting as a screening tool. The complete list of PSQs can be found [here](#).
- Additional "Requisition Team Members" to be added

Once the "Req Creator" has completed and saved the req form for the first time in COS, the requisition is assigned an "Auto req ID" or job requisition number (also referred to as the BR number); then, the form is routed to the "Agency Approver" for review and approval. Note: the "Req Creator" and the "Agency Approver" may be the same person. Once the "Agency Approver" has reviewed and approved the requisition, it is routed to the Personnel Cabinet for final review and posting to the Personnel Cabinet's Career Opportunities website located [here](#).

Additional information:

- All merit 18A job requisitions are posted for a minimum ten calendar days (including weekends), but may be posted up to 20 calendar days if requested in the notes section of the approval routing from the Agency Approver to the Personnel Cabinet.
- All merit 18A job requisitions falling under the [Immediate Fill](#) category are posted continually and will not be posted as a ten-day posting unless requested by the agency to post. Please note that the req is no longer considered an Immediate Fill job requisition at that point and must follow the workflow for ten-day postings.
- The agency has 90 days from the time the certified register is received from the Personnel Cabinet Register Branch to complete the selection process and make an appointment; otherwise the Register Branch will close the req upon agency request or register expiration, whichever comes first.

After the posting period has ended (or the next business day for Immediate Fill requisitions), the list of potential candidates eligible for consideration will be prepared and sent to the agency. This list of eligibles is known as a register, in the form of a certified register report. The agency receives an email notification with information outlining the method of compliance that is to be followed. In addition, the certified register report will now be attached to the requisition in COS as a PDF. **Note:** the certified register report is the official document that is used to determine Veterans' Preference. Please follow the instructions [here](#) in order to access and view the PDF attachment in COS.